



At a meeting of the New Frankley
in Birmingham Parish Council held
at the Parish Office, 12 Arden Road
on 20th February 2023, at 19:30

Present: Councillor Ian Bruckshaw (Chairperson)

Councillors Ray Price, Joanna Walker, Mike Murphy, Sue Baker, Kate Strachan and Sam Goodwin.

Also present: Rachael Anstey (Clerk), Margarita Fackrell (Responsible Financial Officer).

Members of the Public: One

MINUTES

APOLOGIES AND REASONS FOR ABSENCE

6354 Apologies for absences were received, on behalf of Councillor Alarra Cowie (maternity leave), Marion Kenyon, Tammy Clayton and Linda Coates (personal circumstances). The apologies were accepted.

DECLARATIONS OF INTERESTS (EXISTENCE AND NATURE) WITH REGARD TO ITEMS ON THE AGENDA

6355 There were no declarations of interest with regard to items on the agenda.

PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA.

6356 No items were raised by the Member of the Public with respect to items on the agenda.

MINUTES OF THE LAST PARISH COUNCIL MEETING

It was proposed by Councillor Joanna Walker, seconded by Councillor Sue Baker, and with none dissenting, was-

6357 **RESOLVED:** That, the Minutes of the meeting of the Parish Council held on 16th January 2023, having previously been circulated, were taken as read, confirmed and signed.

MINUTES OF THE LAST FINANCE & MANAGEMENT COMMITTEE MEETING

6358 The Minutes of the F&M Committee held on 24th January 2023 was noted.

CHAIRPERSON'S ANNOUNCEMENTS

6359 A parishioner requested the installation of a balance beam for children to play on outside the shops at Arden Road. The difficulty was getting permission from Housing. The Clerk would put it to BCC to see if feasible. It could be seen as a trip hazard and then there was the issue of maintenance.

QUESTIONS

6360 A query was raised about the CCTV's configuration date, it had been chased up mid-January at which point David Lewis of Digital Doorway informed that the cabling was in place which should speed up the whole process. As still awaiting a date, it was agreed to make an official complaint, in the time it was taking the school was now being rebuilt, requesting the money back even if its proved difficult to achieve.

6361 MP Gary Sambrook may not attend the meeting on 24th February 2023 due to a clash in his diary.

FINANCIAL UPDATE

(Interleaved Document No. 1-4)

6362 There were three bank statements had been circulated and read.

It was proposed by Councillor Goodwin, seconded by Councillor Murphy, and with none dissenting, was-

6363 **RESOLVED:** that, the payment schedule be approved.

It was proposed by Councillor Price, seconded by Councillor Murphy, and with none dissenting, was-

6364 **RESOLVED:** that, the attached bank reconciliation and the budget monitoring analysis be approved.

INTERNAL CONTROLS

(Interleaved Document No. 5 & 6)

The RFO informed that the office furniture not being of significant value did not need to be included on the asset register.

It was proposed by Councillor Joanna Walker, seconded by Councillor Murphy, and with none dissenting, was-

6365 **RESOLVED:** That the reviewed asset register be approved.

It was proposed by Councillor Murphy, seconded by Councillor Bruckshaw, and with none dissenting, was-

6366 **RESOLVED:** That, the risk assessments and the risk log review, circulated with the latter newly amended dates, be approved.

STAFFING MATTERS

Paid Receptionist

Following a discussion about the decision to take on a paid receptionist. It was agreed, although useful during holidays and sickness, that there was not enough work to warrant another paid member of staff. It was established that Wednesdays, the RFO was present in the office, which complied with the Health & Safety requirement of having two people in the office. On Thursdays, Councillors Price, Goodwin and Joanna Walker already alternated cover by attending the office at differing times throughout the morning. It was proposed, and with all in favour:

6367 **RESOLVED:** That, councillors would not take on a paid receptionist. The Chairperson to inform that the volunteer could continue until such time that Councillor Cowie returned from maternity leave or councillors/staff would cover.

Staff Appraisals

As the Parish Council was the employer it had a duty of care to its employees and wished to address the fact that staff felt they had 'no-where to go' if they had an issue they wanted to discuss.

It was proposed to hold a meeting with dedicated time set aside for an informal chat to find out how things were going and tackle any problems before they arose, and with all in favour -

6368 **RESOLVED:** That, the introduction of an annual appraisal be approved and conducted by the Staffing Committee which was already set up to deal with

grievances so could service dual purpose, unless the issues or concerns raised were about the Chairperson.

Members of the Appeals Committee were Councillor Sue Baker and the Chairperson. This replaced previous members Councillors Tammy Clayton and Bruce Pitt.

Register for a gov.uk Domain

The Parish Council qualifies to apply to for a gov.uk domain, the cost to it would be £100 +VAT for the first 2 years, dropping to £50+VAT for subsequent years. Furthermore, the requirement would be to hire IT services from Business Services for website hosting rather than using the current provider. The overall benefit would be security.

On the query of the amount of sensitive information held by the Parish Council to warrant it. Councillors were advised by WALC to use a separate work email address, rather than use a personal one, protecting them from the scrutiny if a freedom of information or data request was received. The RFO and the administrative team had set theirs up, it was easy to set up for free. Councillors were made aware to delete any personal data kept longer than 3 months if it had served it's purpose.

The other option was to approach BCC for a domain. It was proposed, with all in favour, that-

6369 **RESOLVED:** There was no need to change to a gov.uk domain.

It was proposed by Councillor Murphy, seconded by Councillor Bruckshaw, and with none dissenting, was-

6370 **RESOLVED:** That, the risk assessments and the updated risk log, circulated with newly amended dates, be approved.

LOCATION OF HLB FUNDED BENCHES & BINS

(Interleaved document 7)

6371 The proposed list of new bench locations was submitted to Housing at the meeting on 13th February with Sally Doherty, originally arranged to permit the relocation of the Fisher Close noticeboard to opposite the Reaside shopping centre.

She clarified any proposed bench locations roadside were Highways. Her suggestion was one at Balaam's Wood as it was a nice place to sit.

The one by the doctors surgery facing towards the green space was provisional permitted as it was on Housing land.

Following the meeting, Princess Diana Walk (where the path forked into two towards Devon Road) was identified and sent to her for permission.

The photo of a new bench location at Princess Diana, towards Romany Road end, was circulated. It was on the Erratic's trail and picturesque, again it would be down to Housing permission.

- 6372 Regarding by the bin on the path, it was silted up and needed another clean out. Councillor Price mentioned Community Payback scheme could provide a clean-up.

PROGRESS REPORTS

(Interleaved Document No. 8)

- 6373 The attached document set out any outstanding minutes was circulated.
- 6374 The cost of leasing a new truck was looking unfeasible at £15,000 a year to hire, translates to £500 per week and upwards for cages and tailgates. Councillor Goodwin would confirm this at the next meeting.

PLANNING APPLICATIONS

- 6375 There were no new planning applications to consider.

DECISIONS MADE ON PLANNING APPLICATIONS

- 6376 There were no decisions made on planning applications.

TRANSPORT ISSUES

- 6377 The latest on bus transport news engineers voted to go on strike. Some non-profitable routes were quietly being cut, the 002 Weoley Castle to Merry Hill route was taken off. National Express West Midlands were trying to keep them into public ownership not private.

ITEMS FOR INFORMATION ONLY

(Interleaved Document No. 8)

- 6378 Councillor Goodwin had circulated a report on the recent pest control visit. On the back of it, rat poison had been ordered in readiness to put down in the ceiling due to the rats not entering the office.
- 6379 Councillor Linda Coates had bought a new camera to take photos of the drains and it could be plugged directly into the pc.
- 6380 Councillor Bruckshaw gave notice of his resignation. His intention was to finish work on the accounts until the end of March, then close the bank account and hand over

money to the RFO. He was thanked for the dedication to his service at the Parish Council.

- 6381 The RFO had looked into combining all the insurance, the Parish Council's with Street Champions, after making an enquiry it did not look that easy as they were separate entities, and each needed their own insurance cover. It might be possible to qualify a discount if one insurance provider covered both policies, an enquiry could be made by the RFO to move it in July 2023.

REPORT OF DISTRICT COUNCILLOR

- 6382 There was no report from the District Councillor.

LOCAL ISSUES RAISED BY MEMBERS OF THE PUBLIC

- 6383 A member of the public reminded because the Parish Council did not want to take responsibility for the truck, the idea of bringing the Street Champions together with the Parish Council's insurance would be like 'entering a minefield' and should be avoided.

AUTHORITY TO CHAIRPERSON AND OFFICERS

It was proposed by Councillor Goodwin, seconded by Councillor Joanna Walker, and, with none dissenting, it was -

- 6384 **RESOLVED:** That the Chairperson (or in her absence, the Vice Chairperson, if appropriate) is hereby authorised to act until the next meeting of the Parish Council, except in respect of the Council's functions in which case the appropriate officers are hereby authorised to act in pursuant of the powers delegated to them in consultation with the Chairperson or Vice-Chairperson; further, that a report of all action taken under this authority be submitted to the next meeting of the Council and that such a report shall explain why this authority was used.

MEETING ENDED AT 20.35 HOURS

Chairperson.....

Date.....